

Position Description

Department: Moore County Department of Finance

Title: Office Assistant (College Intern majoring in Accounting/Finance/Business)

Goal: The Moore County Department of Finance provides accounting, financial operations and reporting services to County Departments, citizens and other users of the County's financial information.

Duties:

- Phone calls
- Filing & copying
- Data entry
- Bulk mailing
- Assist with financial reports
- Projects

Qualifications:

- Must be 18 years of age or older
- Must have excellent customer service skills
- Have the ability to follow and carry out instructions
- Have good written and oral communication skills
- Must have organizational skills
- Must be proficient with Microsoft Word and Excel

Time Required: Minimum 2 hours a week

Supervisor: Chief Finance Officer

Physical Demands: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires reaching, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities. The worker is not subject to adverse environmental conditions.